



DEPARTMENT OF THE ARMY  
HEADQUARTERS BRIGADE  
UNITED STATES ARMY  
NORTH ATLANTIC TREATY ORGANIZATION  
APO AE 09705

REPLY TO  
ATTENTION OF

ACOP-S

20 July 2001

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Trip Report – Policy Memorandum #614-11-01-06

1. Purpose: To establish policies and procedures for the United States Army, North Atlantic Treaty Organization (USANATO) trip reports.
2. Applicability: Applies to all commands and units assigned and/or attached to USANATO.
3. Discussion: The USANATO, Deputy Chief of Staff Operations (DCSOPS) has developed and disseminated information pertaining to completing trip reports. All members of the Brigade/Command Staff, Battalion Commanders, Headquarters Commandants and Command Sergeants Major going TDY for purposes other than school attendance are required to submit trip reports to DCSOPS. Trip reports will be submitted within three working days of the return from TDY. Battalion Commanders and Headquarters Commandants will implement a similar policy for members of their command and maintain appropriate files.
4. Responsibilities: It is the responsibility of commanders, section OICs and NCOICs to comply with the procedures of this memorandum.
5. The DCSOPS will forward these reports to the Executive Officer to the Chief of Staff and will maintain file copies of trip reports.

Encl

STEVE M. POET  
Colonel, AG  
Commanding

DISTRIBUTION:

F

ACOP (put your office symbol)

Date

MEMORANDUM FOR (put who this is going to here, Chief of Staff, section chief, etc)

SUBJECT: Trip Report

1. Location: (where did you go. If you went to more than one place list them and the dates at each location)
2. Dates: (if not listed above, list dates of the trip here)
3. Who went on the trip: (list name and rank, phone number and e-mail of those that went on the trip)
4. Purpose: (main purpose of the trip; what was your mission? Why did you go?)
5. Discussion: (Describe or explain the main/general points of your trip, if you attended a meeting or conference explain the intent of the meeting or conference. If decisions were made that effect the command list them here with a brief reason why, if not evident.)
6. Recommendations: (List any recommendations or actions that you will take or want the command to take reference this trip)
7. Point of contact list: (if applicable, who did you establish contact with at the trip location, list phone numbers, e-mails, building numbers and office locations, for all those people you established contact with)
8. Hotels/Flight/Rental Car: (List hotels you stayed at with phone number, maps, did they speak English, was it within the per diem amount? Was the flight times adequate, layovers okay, etc? Did you have a rental car? Did you need one, what company and what was the price. Would it be better to bring a POV/Rental Car next time? – List any other comment or recommendations that would be helpful next time, include maps if available).
9. Point Of Contact for this memorandum is (your: Title, Name, Office, Office Phone number and email address)

Encl (if maps, etc)

(include your signature block i.e.)

MARK W. MOYER

CPT, MI

Assistant Operations Officer